

City of Burien

BY-LAWS OF THE PARKS

AND RECREATION ADVISORY BOARD

These bylaws are being established pursuant to City of Burien Ordinance No. 228 adopted on May 18, 1998 by the Burien City Council.

ORGANIZATION AND RULES OF PROCEDURE

1. Committee Name
 - a. The official name is the City of Burien Parks and Recreation Board.
2. Officers
 - a. The duties of the officers of the Board are explained in Ordinance No. 228.
 - b. Officers will be elected at the first meeting of each New Year.
3. Meetings
 - a. The Board will meet the second Wednesday of each month at the Burien Community Center. Additional meetings may be held upon call of the chairperson, as necessary.
 - b. Proper notice must be given for the addition or cancellation of any meeting, and all meetings shall be conducted in accordance with the Washington State Public Meeting Act.
 - c. Regular Board meetings will begin at 7:00 p.m. and will adjourn no later than 9:00 p.m. To continue past the time of adjournment, a majority of the board members present must concur.
4. Attendance
 - a. A board member may be excused from a meeting by providing advance notice to the Board chairperson, vice-chairperson or staff.
 - b. In the event any board member has unexcused absences from three or more meetings held during any calendar year, the Board may request that the City Council appoint a replacement for that member.
5. Conduct of Meetings
 - a. The Board shall conduct its business for regularly scheduled monthly meetings in the following order: Minutes Approved, Public Input, Agenda Items, Adjournment.
 - b. Except as provided by these rules and regulations, Roberts Rules of Order will govern the conduct of all Board meetings.
 - c. Public Input – The Park Board will receive public input at any meeting. If the Board requests public input on a specific issue, the sequence of presentation shall be: staff summary of pertinent information, public comment, Parks Board comments and questions, Parks Board deliberation and recommendation.
6. Agendas and Minutes
 - a. A copy of the agenda for all Parks and Recreation Board meetings will be sent to each Board member three working days prior to the date of the meeting.

- b. A staff person will be responsible for the written recording of all Board meetings. All minutes will be forwarded to the City Clerk and be made part of a permanent record.
- 7. Board/Council Relations
 - a. Any Board action which requires Council approval will normally be submitted as a recommendation, in writing, to the Parks, Arts, Culture and Human Services Committee. The Parks, Arts, Culture and Human Services Committee will make its recommendations to the whole City Council. In cases where expedience is necessary, recommendations may go directly to the City Council.
- 8. Conflict of Interest
 - a. Any board member having a direct or indirect interest in or who would benefit from any matter must disclose this interest and, if deemed appropriate by that commission member or required by law, refrain from participating or voting on the matter at hand.
- 9. Amending By-Laws
 - a. These by-laws may be amended by the Parks and Recreation Board at a regularly scheduled meeting. All changes must be approved by the Burien City Council.